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मुंबई पोर्ट ट्रस्ट  
MUMBAI PORT TRUST

सामान्य प्रशासन विभाग

पोर्ट भवन, दूसरा माला

शूरजी वल्लभदास मार्ग, बॉलार्ड इस्टेट

मुंबई - 400 001.

General Administration Department,

Port House, 2<sup>nd</sup> floor,

S.V. Marg, Ballard Estate,

MUMBAI - 400 001.



No.GAD/P/RECT-HOD/2852

12<sup>th</sup> October 2020

**Recruitment Notice**

The Chairman  
All Major Port Trusts  
(except Ennore Port Ltd.)

Sir/Madam,

Sub: Filling up the post of Financial Adviser &  
Chief Accounts Officer by absorption through  
composite method in Mumbai Port Trust.

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The post of Financial Adviser & Chief Accounts Officer in Mumbai Port Trust has fallen vacant w.e.f. 7.2.2020. The post is in the pay scale of Rs. 100000-260000 (pre-revised Rs.43200-66000). The post is to be filled by absorption through composite method from officers of Major Port Trusts, fulfilling the eligibility criteria as per **Annexure-I**.

2. The selection is by merit for which overall grading in the APARs should not be below "Very Good".

3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HoD post in the scale of pay of Rs. 100000-260000 (pre-revised Rs.43200-66000) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs. 120000-280000 (pre-revised Rs. 51300-73000) subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

4.1 Applications are invited from eligible and willing officers of all the Major Port Trusts possessing the prescribed qualifications, experience and other conditions, for the post of Financial Adviser & Chief Accounts Officer in the pay scale of Rs.100000-260000 as per Annexure-I. The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **14.10.2020 to 11.11.2020**. No application other than OAP shall be accepted.

4.2 The candidate will have to submit the printout of application form already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates alongwith the following documents before **26.11.2020** superscribing "**Application for the post of Financial Adviser & Chief Accounts Officer in Mumbai Port Trust**":

- (i) certified copies of APARs for the last 5 years (1.4.2015 to 31.3.2020), duly attested by an officer not below the rank of Dy. HOD on each of the pages;
- (ii) a statement showing year-wise availability of APARs and grading duly signed by the Dy. Chairman/Chairman as per the Ministry's letter dated 1.2.2007. If APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished alongwith APARs of the preceding years;
- (iii) attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- (iv) No objection certificate form the respective Port.
- (v) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee; and
- (vi) Vigilance and Administrative clearance of the concerned Port, as per enclosed pro forma (**Annexure -II**).
- (vii) Two passport size photographs.

4.3 As per the Ministry's guidelines dated 26.9.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **26.11.2020**.

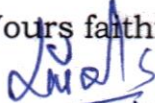
5. The crucial date for eligibility criteria will be the last date of closing of applications, i.e. **11.11.2020**, in terms of Ministry of Shipping's circular No.I-26/25/2013 PE-I dated 26.9.2019.

6. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. A-12022/10/2005-PE.I dated 27.8.2010, copy of which is attached as **Annexure -III**.

7. As per the Ministry's guideline dated 26.9.2019 regarding filling up the HoD level posts in Major Port Trusts, Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.

8. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

DA: As above.

Yours faithfully,  
  
(R. P. Paibir)  
SECRETARY

## Finance Department

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
47	Financial Adviser & Chief Accounts Officer	1	Class-I (HOD)	Rs.100000-260000 (the pay scale will be elevated to the scale of pay of Rs. 120000-280000 after three years regular service with the approval of Central Government)	Selection	45	<p><b>Essential :-</b></p> <p>(i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>(ii) Seventeen years experience in executive cadre in the field of Finance, Accounting in an industrial/ commercial/ Govt. Undertaking.</p>	(a) No (b) Yes (c) No	N.A.	<p><b>By absorption through composite method failing which</b></p> <p><b>by deputation and failing both</b></p> <p><b>by direct recruitment.</b></p>	<p>For absorption through composite method, officers holding posts in the scale of pay of Rs.80000-220000 with three years regular service in the Finance department of a Major Port Trust shall be eligible.</p> <p><b>For deputation, Officers</b> holding analogous posts or officers holding posts of FA &amp; CAO and equivalent posts in the Finance Deptt. in the scale of pay of Rs.100000-260000 with 2 years regular service in the grade or officers holding posts of Sr. Dy. Chief Accounts Officer and equivalent posts in the Finance Deptt. in the scale of pay of Rs.80000-220000 and above with 5 years regular service in the grade in Govt./Semi. Govt./PSUs or Autonomous Bodies (other than Major Port Trusts) will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".</p>	

## ANNEXURE-II

Certificate to be given by Head of Office of

Shri / Smt. \_\_\_\_\_

Designation \_\_\_\_\_

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and that he/she is clear from Vigilance and Administrative angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
5. Attested copies of ACRs for the last five years (1.4.2015 to 31.3.2020) are enclosed.
6. It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure I of the circular for absorption through composite method.

SIGNATURE OF THE CHAIRMAN/DY. CHAIRMAN  
WITH SEAL

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENTS / CLEARANCE IS BEING SOUGHT**

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs including batch / year cadre, etc., wherever applicable :
7. Positions held (During the ten preceding years) :

Sl. No.	Organisation (Name in full)	Designation & Place of posting	Administrative / Nodal Ministry / Department Concerned (in case of officers of PSUs, etc.)	From	To
1.					
2.					
3.					
4.					
5.					

8. Whether the officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" [If yes, details to be given] :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (\*).

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (\*)
11. Is any disciplinary / criminal proceedings or charge sheet pending against the Officer as on date [If so, details to be furnished; including reference no., if any, of the Commission]
12. Is any action contemplated against the Officer as on date [If so, details to be furnished][(\*)

Date:

(Name and Signature)

(\*) If vigilance clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.